



VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

Program Name: <i>Public Order Evidence Gathering Team (EGT) Course</i>	
Centre of Learning/Unit (Session Owner): <i>Operations Support Division</i>	Centre of Learning/Unit (Session Deliverer): <i>Operations Response Unit</i>
Session Name: <i>Briefing to Command</i>	
Session Duration: <i>30 mins</i>	Session ID: <i>Session Twenty</i>
Delivery Location: ☐ Academy ☒ Other (specify):	
Author Name: <i>David HARDS SC</i>	V or VP Number: <i>vp38887</i>
Aim: To provide learners with the knowledge, skills and understanding required to effectively brief the management teams about EG deployment status updates	
Learning Outcomes: On successful completion of this session, learners should be able to: <i>1. Brief an Incident Management Team</i>	
Resources/Equipment: - Classroom - Computer with mainframe - Seating for all learners - Table or chairs with writing pad - Two (2) trainers - Learners in dress of the day	
Pre-session Preparation: OHS Inspection of the training facility completed ☒ Yes ☐ No Comments: - Risk Assessment in place for the venue and checked - Health and Safety Check of the working area – Suitable for session - All trainers are first aid qualified - Location of First Aid kits have been identified	

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Delivery Method	Content	Delivery Resources	Time
Face to Face	During Knowledge Checks and De-briefs consideration should be given to utilising open style of questioning (Who, Why, What, Where, When, How) and Experiential Learning Cycle (ELC) to facilitate learning. Learners should be encouraged to ask questions at relevant times throughout the session. Trainers to meet and greet learners in the classroom. Trainers to make visual check to ensure all officers have appropriate resources (Writing Pad / Pen). Introduction Trainers will introduce themselves and the session Maslow - Trainer will go through relevant points from risk assessment, emergency evacuation procedures, location of first aid kits, welfare etc. Gestalt - Route map of session outlining Aim and Objectives. Knowledge Check - to cover overall subject to ascertain learner's levels of Knowledge / Experience. Open style of questioning (Who, Why, What, Where, When, How).		5 mins
Assessment	Trainer is to explain to the learners that during certain deployments EG's will be considered the "eyes and ears" of the operation, particularly during the earlier		20 mins

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	stages of the event. Trainer to outline to the learners that during this session they will be expected to give a succinct update to command including key information pertaining to the event. This assessment will be conducted in relation to information received regarding the “Major Scenario”, a trainer will be designated to perform the role of the ‘management team’. The trainer can determine if the communication needs to be done either in person or via radio communications. This represents the two most practical communication methods between management teams and EG’s. Role players should respond appropriately to the information being provided by the EG’s. This may include cutting the communications short if they feel the EGs aren’t delivering the information in the required manner or if there is no relevant information being discussed. The information delivered to the management team will be based on observations conducted during the pre-event deployment. There is no need for EG’s to rehash information from the briefing session unless there has been a significant change to the information. EG’s need to assess what information is pertinent to the management team. A debrief should be conducted between each learner providing their update to the		
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	role player. Once each learner has had a chance to brief the role player, the session will conclude.		
	Conclusion The trainer is to conduct a knowledge check with the learners to satisfy themselves all the learning outcomes have been met. Suggested questions could be; - What types of information should be considered when speaking to management team? - Who should you notify if you see or hear something relating to the event? THANK THE LEARNERS FOR THEIR ATTENTION AND EFFORTS. GIVE THEM INFORMATION ON THE NEXT SESSION IN THE SEQUENCE.		5 mins

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